



MINUTES OF THE MEETING OF THE CURRICULUM & QUALITY COMMITTEE HELD 14th JUNE 2012

Present:	Mr H Guntrip	(Chair)
	Mr P Hannan	
	Ms T Bruton	
	Ms P Palmer-Abbit	
	Mr B Jefferies	
	Mr P Morris	
	Mr D Arthur	
In attendance:	Mr J Allen	Clerk to the Governors
	Ms L Brown	Vice Principal
	Mr M Lumsden Taylor	Director of Finance

The meeting started at. 09.30

APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

82. There were no apologies. The Clerk confirmed that the meeting was quorate. There were no declared interests against any of the agenda items.

MINUTES

83. **RESOLVED** - that the minutes of the meeting of the Curriculum & Quality Committee held 1 March 2012 be approved as a correct record and signed by the Chair subject to the re-agreed wording of minute 70.

SUMMARY ACTION LIST AND ALL MATTERS ARISING

84. The College report '*Summary Action List*' was received (copy attached to the signed minutes).
85. The Committee noted and welcomed the College's plan for the promotion of the Careers Hub at the forthcoming Kent County Show. The remaining two actions points were completed at the March Board meeting.
86. It was **RESOLVED** to note the Summary Action List.

QUALITY IMPROVEMENT ACTION PLAN

87. The College report '*Quality Improvement Action Plan*' was received (copy attached to the signed minutes). The QIAP focuses on operational areas for improvement as identified in the College's Self Assessment Report (SAR) and by external agencies such as Ofsted and feedback from Awarding Bodies.
88. Progress updates were made available against each of the following areas for improvement:
- To improve retention across the College specifically 16-18 and overall College retention to 90%

- To improve one to one tutorial provision
 - To develop a land based careers hub
 - To continue improvements in teaching and learning
 - To improve Functional Skills success rates to 60% and achievement rates to 75%
 - Development of engagement with pre 16 learning institutions including 14-16, Key Stage 3 and primary learners.
89. Against each area for improvement the Committee reviewed in detail the proposed actions to be taken, and the expected impact/outcomes arising from the actions, and by when.
90. In summary, the Vice Principal confirmed that there are currently two amber RAG assessments. The first is embedding e-learning into all courses. The issue is not the use of e-learning, but to make it more interactive in some of the curriculum areas. There is no issue of concern around this amber rating. The second amber is around the need to provide a range of activities and courses to meet the needs of school aged children. The Education Officer has only been in post since January and good progress is being made in engaging with schools but the specific target set for the Education Centre has not yet been met.
91. It was **RESOLVED** to note the report.

RETENTION REPORT

92. The College '*Retention Report*' was received (copy attached to the signed minutes). The report is in the same format as the last report that was presented at the March meeting of the Committee. The report outlined the various strategies that have been put in place to improve retention; the targets set, along with expected outcomes; with a progress update on performance to-date and forecast year-end out-turns.
93. It was reported that current FE and HE retention as at May 2012 was at 90% for both.
94. It was **RESOLVED** to note the report.

(The Chair left the meeting at this point and it was agreed for the student governor to chair the remaining agenda items)

LESSON OBSERVATION PROFILE 2nd TERM

95. The College reports '*Lesson Observation Profile 2nd Term*' was received (copies attached to the signed minutes). Of the 107 lessons observed (highest grade), 92% were assessed as either Good or Outstanding; 7% Satisfactory, with 1% Inadequate.
96. It was **RESOLVED** to note the report.

LEARNERS' ATTENDANCE 2nd TERM

97. Full time FE authorised attendance was recorded at 85.73%, compared with 86.90% for last year. Full time HE authorised attendance was recorded at 81.64%. compared against 80.20% for the same period last year.

98. It was **RESOLVED** to note the reports.

FE DESTINATION REPORT

99. The College report '*FE Destination*' was received (copy attached to the signed minutes). The first report summarised the destination of FE leavers for the 2010/11 academic year. The data was gathered by Course Managers in July 2011 for all students leaving in the 2010/11 academic year. The data can only be summarised as 'intended' destination as the information was supplied prior to students leaving the College. So although not a robust methodology, the intended destination data showed that 77% of students intended to pursue a positive destination at the end of their course (positive destination encompasses those relating to training, employment or voluntary work that is not necessarily sector related).
100. The second report provided data gathered between January and March 2012 on the destinations of learners 6 months after leaving their course. The second report had a significantly higher proportion of destinations unknown due to difficulties in contacting students after they had left the college.
101. It was noted that there was limited correlation between the two reports as they were compiled using different methodologies. Further refinement will be made on how data is collected and trends will be made available from the next academic year for both data on leaving the College and data six months later. Further emphasis will be placed on reducing the unknown category in order to make the data more statistically valid.
102. It was **RESOLVED** to note the report.

MONITORING OF COLLEGE PERFORMANCE & ASSESSMENT OF RISK

103. The College report '*Monitoring of College Performance & Assessment of Risk*' was received (copy attached to the signed minutes). The Board has agreed a framework for the monitoring of College performance and assessment of risk. The S&P Committee is responsible for making assessments in the area of student experience, teaching & learning. Assessments are to be carried out at each meeting of the Committee through a standing agenda item '*Monitoring of College Performance & Assessment of Risk*' with an overall assessment for each of the two areas being made available to the Board.
104. Once the assessments have been agreed, the Committee, in conjunction with College management, will then agree on the overall assessment (Red for concern/risk, Amber for some concern/some risk/or Green for no risk/no concern) to be made for the area of student experience, teaching & learning.
105. All performance indicators identified for student experience, teaching & learning were assessed as green (no concern) with the following exceptions:

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|---|------------------------------|-------|--|
| • | HE Enrollments | AMBER | |
| • | Overall College Success Rate | AMBER | 78% (2010/11) |
| • | Attendance | AMBER | Average between FE and HE 83.73% against the target of 90% |

- Progression to HE AMBER 22% progression against the target of 40%

106. Due to the improvements made to in-year retention, and with positive forecasting on end-year success rates, the Committee agreed that the previous assessment of amber, some risk/some concern, was no longer appropriate as significant progress had been made to improve student experience, teaching and learning. It was therefore **RESOLVED** to inform the Board of the following overall assessment:

Student experience, teaching & learning	No Concern/No Risk
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SUPER KPIs

107. At the recent Strategy meeting held in June, it was agreed for each Committee to review those super KPIs that are reported on directly from the Committee to the Board and for the Committee's to consider if the Super KPIs are sufficient. The Clerk informed the Committee that the following super KPIs are currently reported on:

- Learner Recruitment against targets
- Overall College success rates
- Current overall College retention rate (FE)
- Current overall College retention rate (HE)

108. The Committee **RESOLVED** to add two further super KPIs to be reported to the Board, these being:

- Student attendance
- Lesson Observation profiles

ANY OTHER BUSINESS

109. There was no other business

DATE OF NEXT MEETING

110. TBC

The meeting closed at 11.40

Signed: _____ Date: _____